



Date: January 2, 2024

To: Wanda S. Page, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Reginald J. Johnson, Director, Community Development Department
Subject: Contract with Families Moving Forward for Supportive Services in Emergency Shelter

Executive Summary

On May 1, 2023, the City of Durham Community Development Department (the Department) issued a Request for Proposals (RFP) for multiyear homeless program funding that included U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HUD Emergency Solutions Grant (ESG), and City Dedicated Housing Funds (DHF). The deadline for receiving proposals was June 9, 2023. Four organizations applied for a portion of the available funds.

The Department is requesting that the City Council authorize the City Manager to execute a three-year contract with Families Moving Forward for the provision of services to households experiencing homelessness in Durham. The contract will begin January 1, 2024, and end on December 31, 2026.

Motion

To authorize the City Manager to execute a contract and approve contract amendments, as may be needed, with Families Moving Forward in the amount of \$240,000 for a 3-year contract term using CDBG funds to support case management services to families in emergency shelter and to further authorize the City Manager to execute any required amendments during the term of the contract up to the total contract amount.

Background

The CDBG program supports community development activities to build stronger and more resilient communities. As an entitlement jurisdiction, the City of Durham has received \$2,038,871 in CDBG FY 2023 funds from HUD. Up to 15% of this amount may be used for Public Services, and the City has allocated \$300,000 of CDBG funds annually in this RFP to support services to people experiencing homelessness.

Issues and Analysis

Homelessness continues to be a challenging social issue in Durham and elsewhere. The 2022 and 2023 Point-In-Time Counts suggested that in Durham 375 to 450 people experience homelessness on any given night, with one-third or more of them living in unsheltered situations, e.g. “on the streets,” or “in the woods.” Annually, about 1,000 unduplicated people enter Durham’s emergency shelter or transitional housing projects that use the CoC’s Homeless

Management Information System (HMIS), and 70-75% of them have not been in a shelter or transitional housing project in the last two years.

Families Moving Forward is one of four organizations recommended for funding under this RFP. Families Moving Forward is a local nonprofit organization and a vital member of the Durham Continuum of Care (CoC), the community-wide collaboration to address the housing and service needs of households experiencing homelessness in Durham. Families Moving Forward is an experienced provider of emergency shelter for which it is being recommended for funding.

Alternatives

City Council may elect not to authorize this contract and direct the Department to seek other organizations to provide the services the proposed contract would fund. However, since the RFP was publicly available for five weeks and Families Moving Forward was one of only four organizations submitting proposals, it is likely that identifying another qualified organization would be difficult. Also, a delay in awarding CDBG funds would make it more difficult for the Department to meet HUD requirements for the prompt spending of CDBG funds.

Financial Impact

The Department intends to use HUD CDBG for this contract as shown in the table below:

Year One Funding Calendar Year 2024		MUNIS CODES
CDBG FY 2022-2023	\$14,000.00	1150D023-728600-DC230
CDBG FY 2023-2024	\$66,000.00	1150D024-728600-DC234
Total	\$80,000.00	
Year Two Funding Calendar Year 2025		
CDBG FY 2023-2024	\$14,000.00	1150D024-728600-DC234
CDBG FY 2024-2025	\$66,000.00	Future FY24-25 funding To Be Encumbered with Future GPO
Total	\$80,000.00	
Year Three Funding Calendar Year 2026		
CDBG FY 2024-2025	\$14,000.00	Future FY24-25 funding To Be Encumbered with Future GPO
CDBG FY 2025-2026	\$66,000.00	Future FY25-26 funding To Be Encumbered with Future GPO
Total	\$80,000.00	
3 Year Contract Total:	\$240,000.00	

The contract would allow the City to adjust the funding amount each program year based on funding allocations received from HUD, contract expenditures, and contract performance. Budget changes that (1) do not affect the overall intent of the agreement and (2) do not change the total funding amount could be approved administratively by the Director of the Department. The contract would authorize the City Manager to approve contract amendments that would reduce the overall contract amount or increase the overall contract amount, when those increases or decreases are due to corresponding increases or decreases in HUD CDBG allocations in the contract's Year 2 (FY 2024-2025) and Year 3 (FY 2025-2026) above or below

Year 1 (FY 2023-24) and/or Year 2 (FY 2024-25), or due to unsatisfactory contract performance in Year 1 or Year 2.

Equal Business Opportunity Summary

The Underutilized Business Compliance Division reviewed the proposals submitted for the 2024-2026 Emergency Shelter Supportive Services, Permanent Housing Supportive Services and Rapid Rehousing and determined Families Moving Forward of Durham, NC is in compliance with Ordinance to Promote Equal Business Opportunities in City Contracting.

UBE REQUIREMENTS:

In accordance with Equal Business Opportunity Program Ordinance; 18-56, no **MUBE** or **WUBE** goals were set. This is a Federally funded effort.

Contractor Workforce Diversity & Hiring Practices

Part A – Employee Diversity Breakdown Table for Primary Location

Families Moving Forward

Employee nt Category	Total Employee es	Total Male s	Total Female s	Males					Females				
				Whit e	Blac k	Hispani c	Asian or Pacific Islande r	Indian or Alaska n Native	Whit e	Blac k	Hispani c	Asian or Pacific Islande r	Indian or Alaska n Native
Project Manager	4	1	3	1	0	0	0	0	0	3	0	0	0
Profession al	4	1	3	1	0	0	0	0	2	1	0	0	0
Labor	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	10	0	10	0	0	0	0	0	1	9	0	0	0
Total	18	2	16	2	0	0	0	0	3	13	0	0	0

Part B is not applicable to this organization.

Attachments

1. FMF Memo
2. FMF CDBG 24-26 Contract
3. UGCCFF
4. Terms and Conditions CDBG
5. FMF SOW CDBG 24-26
6. Application